

FIELD ENGINEERING MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Field Engineering Manager exists is to manage a staff of public works inspectors to deliver new infrastructure to our customers in the Planning and Development Services Department. This classification is supervisory. Exercises initiative and considerable independent judgment in performing duties. Work is performed under the general supervision of a Planning and Development Services Director.

ESSENTIAL FUNCTIONS

Oversees operations of public works and utility inspections involving other City Departments, utility companies and the public.

Coordinates inspection of newly constructed infrastructure within the right-of-way easements in and for the City.

Observes general citywide construction activity.

Develops, manages and monitors the budget for the field engineering division.

Periodically reviews costs and recommends modification of charges and fees as necessary to conform to City policy.

Makes recommendations for changes in construction inspection standard specifications and details to conform to field conditions.

Resolves construction related problems and mediates inspector/contractor disputes.

Supervises and evaluates the work of subordinate personnel in inspection of public works projects and prepares inspector's performance evaluations.

Prioritizes own work, manages work of others, and assigns work to personnel, such as inspections, testing, and contract administration.

Conducts research and analyzes material testing reports to ensure material meets City specifications..

Comprehends and makes inferences from written material (i.e., contracts, general specifications, and details) to ensure the contractor completes the project as designed.

Understands and interprets blueprints, schematic drawings, layouts, and other visual aids to ensure project completion.

Prepares monthly, quarterly, and annual production reports.

Communicates with the public, Mayor and City Council members, and development professionals of all levels on construction issues.

Operates a motor vehicle

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Field survey principles, practices, laws, methods techniques and equipment

Survey instruments used in the measurement and location of lines, elevations, areas, angles, points, and contours of the earth's surface

Land survey terminology

Skills:

Possess demonstrated management skills to direct subordinates.

Requires excellent oral and written communication skills

Ability to:

Effectively work with other city departments, management, developers, contractors, design professionals and the general public.

Organize and prioritize projects and assign work to subordinate personnel

Operate a PC or terminal and other standard office equipment with sufficient manual dexterity.

Education & Experience

Any combination of education and experience equivalent to an Associates Degree in engineering or a related experience and five years of recent experience in public works design and/or construction including at least one (1) year supervisory experience.

Must possess and maintain a valid Arizona Driver's License, with no major driving citations in the last 39 months as a condition of continued employment.

FLSA Status: Exempt

HR Ordinance Status: Unclassified